

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 22, 2012
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLE CALL:

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: Robert Brown

CALL TO ORDER:

President Godfrey called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of September 24, 2012*

B. *Personnel Items*

- Employee Transfer

Tami Russell transferred to the KPLSP Library Assistant 3 FTE 1.0 position in Teen effective November 1, 2012. T. Russell held the KPLSP Library Assistant 3 FTE 0.5 position in Patron Services and the KPLSP Library Assistant 3 FTE 0.5 position in Youth Services.

IV. FINANCIAL REPORT

A. *Financial Reports for the Months Ending August 31, 2012 and September 30, 2012*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending August 31, 2012 and September 30, 2012.

MOTION: B. CAPLE MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING AUGUST 31, 2012 AND SEPTEMBER 30, 2012.

MOTION CARRIED 6-0.



V. **REPORTS AND RECOMMENDATIONS**RECOMMENDATIONS:A. *2011-2012 Audit – Tom Cole and Cory VanDyke*

Recommendation: Thomas Cole and Corey VanDyke of Plante and Moran, PLLC were present for acceptance of the audited financial statements for the year ending June 30, 2012.

Presentation: Director Rohrbaugh welcomed and introduced T. Cole and C. VanDyke from Plante and Moran. T. Cole thanked D. Schiller for being accommodating during the audit process and told Trustees they would be presenting an unqualified report of the audit. He said there were no internal control findings this year noting the Business Office was doing a great job. C. VanDyke gave a presentation of the audit using graphs comparing the library's financial status from the fiscal year 2011-2012 to previous years and to other Class VI libraries in Michigan.

MOTION: F. BROWN MOTIONED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2012.

MOTION CARRIED 6-0.

B. *Purchase/Lease of Photocopiers*

Recommendation: Director Rohrbaugh recommended the Board approve purchasing a photocopier for the Patron Services Office and the leasing of two photocopiers, one for the Oshtemo Office and one for CAMP, with the accompanying budget revisions.

Executive Summary: Director Rohrbaugh started by saying not all requests for capital expenditures were recommended for approval in June with the Preliminary Budget. Instead, a list of requests to be considered when additional funds were available was created. For the 2012-2013 fiscal year, this list contained the replacement of three staff photocopiers ranging from 10-15 years old. A preliminary bid was obtained from our primary photocopier vendor with the cost to purchase three in the \$25,000-\$28,000 range. The intention was to add these items to the CIP budget to be brought to the Board in January.

Unfortunately, the timetable for consideration was advanced with the complete failure of the photocopier in CAMP, the oldest of the three. Depending upon the specific features needed, the costs to purchasing the machines ranged from \$7,000 to \$10,000 plus maintenance; lease costs range from about \$10,000 to \$17,300 over the length of the lease.

After considering the advantages and disadvantages of purchasing and leasing photocopiers with the Finance and Budget Committee, the recommendation was brought to the Board to purchase the photocopier for the Patron Services Office, the machine with the least features, and to lease the other two photocopiers. New bids were requested from our primary photocopier vendor as well as several other vendors; the general fund budget and the CIP budget will reflect this approval and the final cost. This recommendation came with the support of the Finance and Budget Committee.

Discussion: Director Rohrbaugh told Trustees the library could no longer wait to replace the failed photocopier and it would get a better deal to replace all three of the photocopiers at one time rather than individually. After considerable discussion with the Budget and Finance

Committee, it was decided to purchase the simplest of the three photocopiers. She said that if this recommendation was approved the library would begin immediately discussing with vendors the cost of replacing the old machines.

J. VanderRoest asked if the patron services photocopier was black and white and if the other two copiers were color copiers. Director Rohrbaugh and D. Schiller confirmed this was the case. He said his experience was the fancier machines were much more difficult to maintain. V. Wright asked if the service agreements for leasing photocopiers were similar to service agreements when photocopiers were purchased. D. Schiller said generally the service agreement was embedded in the lease in the event a photocopier was leased. A service agreement for a purchased photocopier is a price above the purchase cost. J. VanderRoest mentioned purchasing a photocopier doesn't mean the machine can be used for free because there was still a price the library paid for each copy made. He said it was likely more economical to lease the more expensive, fancier copiers. President Godfrey asked for confirmation these photocopiers were housed in control spaces and were only for staff use. Director Rohrbaugh confirmed these photocopiers would be in office spaces and would be used by staff only. B. Caple asked if the cost per copy would be lower if newer technology was being used. D. Schiller said that with new technology there was reduction in the per copy cost especially with black and white copies. Color copies have also gone down in price but not as substantially.

MOTION: J. VANDERROEST MOTIONED AND F. BROWN SUPPORTED THE MOTION TO PURCHASE A PHOTOCOPIER FOR THE PATRON SERVICES OFFICE AND LEASE TWO PHOTOCOPIERS, ONE FOR THE OSHTMO OFFICE AND ONE FOR CAMP.

MOTION CARRIED 6-0.



C. Survey Committee

Recommendation: Director Rohrbaugh recommended that she and the Board President be authorized to appoint a small committee of staff, Board, and perhaps a library user representative to select a survey vendor and undertake a survey.

Executive Summary: Director Rohrbaugh received proposals from three vendors. Both mail and phone surveys were proposed and estimated costs ranged from \$12,000 up to \$20,000 depending upon the survey method, sample size, and number of questions asked. She attached a brief summary of the three proposals.

She expected the committee would review the proposals, select the vendor, and work with the vendor on questions, sample size, timing, and type of final report. She said the full Board would be kept informed by email and a status report would be given at the next Board Meeting on December 17, 2012.

Discussion: Director Rohrbaugh reminded the Trustees of the discussion they had at the previous Board meeting and that with the Board's support she had contacted the three vendors for bids. J. VanderRoest asked Director Rohrbaugh if she considered contacting any other companies. Director Rohrbaugh said these were the three companies she had been made aware of when she was determining possible vendors and she did not know of any other companies doing this sort of work. She said she had received information on one other company but it was less devoted to public awareness and more political.

MOTION: J. VANDERROEST MOTIONED AND F. BROWN SUPPORTED THE MOTION THAT DIRECTOR ROHRBAUGH AND THE BOARD PRESIDENT BE AUTHORIZED TO APPOINT A SMALL COMMITTEE OF STAFF, BOARD, AND PERHAPS A LIBRARY USER REPRESENTATIVE TO SELECT A SURVEY VENDOR AND UNDERTAKE A SURVEY.

MOTION CARRIED 6-0.



REPORTS:

D. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh told the Board members the report showed the first quarter progress towards meeting the objectives for the Strategic Plan during the 2012-2013 fiscal year. The library had already surpassed the final goals for some objectives on the the Strategic Plan (which were the goals for the 2012-2013 fiscal year) during the 2011-2012 fiscal year. Management Team decided the targets should not be changed because of this in order to uphold the integrity of the plan. The previous year totals and targets were therefore included on the report for the quarterly statistics for the 2012-2013 fiscal year so the Board could compare data from one year to the next.

Discussion: Director Rohrbaugh told Board members there were two objectives which were already complete: 1.3 and 3.6. These objectives related to the Summer Reading Games and neither was met. President Godfrey asked if library staff had any ideas of why 1.3 and 3.6 were not met. S. Warner answered that staff did not yet have a good idea of why these objectives were not met but said it was clear more work needed to be done to reach students in KPS. She said she hoped that as KPS continued to develop ways to engage their students in literacy activities, the library would see an increase in participation.

Director Rohrbaugh reminded Board members objective 5.1 now included both fiction and nonfiction adult books and, due to this change, the yearly numbers for this objective were not comparable. J. VanderRoest asked how the Management Team, when presented with this information, discusses improving certain objectives such as objective 1.3. S. Warner answered saying youth services staff were experimenting with early sign-up and whether this boosted participation for objectives 1.3 and 3.6. Another idea in the Action Plan for 2012-2013 was to have a kickoff party for the Summer Reading Games for children aged birth to five. She also said they may do a pilot program which intensely focuses on one school and tries to greatly increase their participation. B. Caple asked if the library had ever used holiday breaks to pilot SRG ideas. Director Rohrbaugh said the library offers a lot of special programs during school holidays but had not offered a shortened reading program for students at this time. L. Godfrey said participation in programs during school holidays was generally high and she hoped these children were also checking out books. S. Warner said the Children's Room staff was hoping to build momentum with the First Saturday programs which could also boost SRG participation.

Director Rohrbaugh mentioned library staff and KPS were celebrating very high circulation of juvenile materials following the last fiscal year. C. TenBrink asked if part of this increase in circulation could be attributed to the first grade library cards. Director Rohrbaugh said this may be part of the reason, as well as, First Saturday and the challenging economic climate. Other possibilities may include the increase in displays with more books facing out on the shelves. Director Rohrbaugh said it was impossible to point to one thing as the reason for the increase in

juvenile circulation. President Godfrey asked if the renovation to the Children's Room, if undertaken, would be complete by next summer. Director Rohrbaugh said she doubted this work would be completed by next summer. President Godfrey said a number of the objectives had very strong numbers after the first quarter. V. Wright asked if these metrics were used when the library applied for grants. Director Rohrbaugh said no statistics were needed for the Family Place Libraries grant but they would use these metrics for grant applications anytime the opportunity arose.

E. Legislative Update –Diane Schiller

Report: D. Schiller told the Board the library's MPERS employees had been reviewing the options for changing their health subsidy in retirement and pensions plans. These changes had to be made before the online deadline on October 26, 2012. D. Schiller told Trustees she had read the Speaker of the House was planning on looking for Personal Property Tax revisions during the lame duck session following the Thanksgiving recess. The Senate had already approved a number of bills relating to Personal Property Tax. She also told Trustees the House Democratic Caucus had proposed a number of bills addressing election reform. Lastly, D. Schiller told the Board Blue Cross Blue Shield, which had been a charitable trust, had now moved to a nonprofit Mutual Insurance Company to fit within the Affordable Healthcare Act.

Disposition: Trustees thanked D. Schiller for keeping them informed on these difficult legislative updates.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met prior to the Board Meeting to discuss the recommendations pertaining to the audit and the purchasing/leasing of new photocopiers.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh told Trustees a meeting had been set for November 14 to discuss the plans developed by architect S. Penchansky.

VII. OTHER BUSINESS

A. Director's Report

Presentation: Director Rohrbaugh first reminded Board members of the Spelling Bee on November 14th and encouraged them to attend this event. She reviewed item three saying S. Penchansky had visited on October 17th and met with representatives from the Children's Room, Adult Services, CAMP and Patron Services to discuss possible renovations to these spaces. She said the meetings went well and that S. Penchansky would take the ideas discussed and develop plans to return to the library with on November 14th when he would once again meet with staff as well as the Director's Building Committee. She said staff from the Children's Room had recently visited other Children's Rooms in Michigan to brainstorm ideas for the renovation.

Director Rorhbaugh mentioned the Susan Orlean visit and item four thanking Board members for attending the event. She told them the library was beginning to learn more about item seven and becoming a Family Place Library. Two locations will become Family Place Libraries

(Central and the Oshtemo Branch) and the Head of Youth Services and two other youth librarians would be undergoing training in the spring. Director Rohrbaugh said the concept was that the library will be a place young children could come to play and learn with age appropriate toys. President Godfrey asked if these age appropriate toys were high-tech toys. Director Rohrbaugh answered some may be but staff had not received information about exactly what these may be.

Director Rohrbaugh mentioned items 14-16 saying the library would be increasing focus on ereading devices with the approaching gift buying season. She also mentioned item 19 and floating audiobooks. She said once or twice a year the library would likely have to rebalance audiobooks between the locations but these materials would otherwise float and not have a designated home location.

Discussion: V. Wright asked about item five. Director Rohrbaugh answered L. Kubinski from the Friends believed there were new IRS regulations affecting the amount of money the Friends could contribute towards a millage campaign per calendar year. L. Kubinski thought these new regulations meant the Friends may be able to be more generous in giving towards a millage campaign. J. VanderRoest commented on item 18 saying this was happening around the country and the storage spaces at the churches would eventually be phased out. He said this was a huge collection and great resource. J. VanderRoest referred to item 21 asking if other locations had similar security worries. Director Rohrbaugh said one of the differences was that Oshtemo had a back door often used by staff.

F. Brown talked about item seven asking how specific branches were chosen to be a part of something such as being a Family Place Library and what the criteria was for choosing one branch over another to receive special technology or toys for patrons. S. Warner answered that when the library was invited to have two locations become Family Place Libraries, they chose Oshtemo because it had the largest space to possibly be utilized. F. Brown expressed concern the library didn't always think about which locations could benefit the most from new things such being a Family Place Library. Director Rohrbaugh and S. Warner said they thought much of what was done at Oshtemo and Central Library would be also done at the other branches just without the designation of being a Family Place Library. President Godfrey suggested after S. Warner and the two other librarians return from their training session, they could share the training with more staff. S. Warner indicated this was the intent. F. Brown thanked them for the information and said he just wanted to be assured that new and innovative things were not consistently being funneled to one location. F. Brown asked about item 15 and if the library was looking for new mobile technologies to institute at the library. K. King said G. Green was working on a way to use Boopsie to check out ebooks and the library was continually trying to stay atop new technology and apps, and think of ways these things could be utilized at the library.

Disposition: Trustees thanked Director Rohrbaugh and other staff for the report and answers to their questions.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- J. VanderRoest said he enjoyed the Susan Orlean visit. He asked if the library had received any feedback about the visit from her. Director Rohrbaugh mentioned Susan Orlean was very interested in seeing Apollo, the K9 unit who visited the event prior to the talk.
- F. Brown told Trustees he had been at Bread Fest, a very successful fundraising event for Sarkozy's Bakery. He also mentioned the Park Club would be hosting a RotarAct Meeting and wine tasting event the following day encouraging Board members and staff to attend the event.
- B. Caple said he and his wife had also enjoyed the Susan Orlean visit and had watched *Adaptation* as well. He said it was a very nice event and gave him a good opportunity to purchase a gift for a friend.
- C. TenBrink told Board members she enjoyed going to the Washington Square Branch for one of the first grade visits. She enjoyed helping the children from Edison pick out their first books after getting their cards and enjoying a story. She also enjoyed the Susan Orlean visit and the retrospective pictures at the last Art Hop.
- V. Wright said she also enjoyed the Susan Orlean visit. She was glad to be introduced to her as an author and reading Rin Tin Tin. She was impressed with her perseverance writing the book and thought she was a really good role model for sticking with something.
- President Godfrey said she thought the publicity around the Susan Orlean was good for the library. She also mentioned she had the opportunity to attend the Friends Volunteer Appreciation Brunch and enjoyed seeing and thanking the people who work in the bookstore as well as those who work behind the scenes. She told Trustees that since 1997, the Friends had contributed over \$600,000 to the library. She commented this was a marvelous relationship and impressive the number of books they had sold to raise this money.

X. ADJOURNEMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:08 p.m.

X_____

Robert Brown
Secretary